

~~SECRET~~

EXTRACT FROM
MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

10 April 1957

The Director desires that any correspondence prepared for his signature, in reply to letters he receives, be on his desk within twenty-four hours after he releases a letter for reply. This will require handcarrying and expeditious action by each Office and Staff Chief. However, exceptions may be requested for certain categories of correspondence or specific letters requiring extensive processing for the preparation of replies.

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C-O-N-F-I-D-E-N-T-I-A-L

~~CONFIDENTIAL~~

6 February 1956

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)
Inspector General
Special Assistant to the Director
for Planning and Coordination

1. The instructions contained in this memorandum are in addition to those contained in my memorandum of 23 December 1955.

2. The increasing amount of material coming to the DCI and DDCI makes it mandatory that measures be taken to permit more rapid reading and action where possible.

3. In the future, all memoranda submitted to the DCI or DDCI should open with a sentence similar to one of the three below:

- a. "This memorandum is for information only; particular reference is made to paragraphs _____, _____, _____."
- b. "This memorandum suggests action on the part of the DCI (or DDCI). Such requested action is contained in paragraph _____."
- c. "This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph _____."

4. Memoranda submitted in conformity with my memorandum of 23 December should show on the same sheet as it is requested the DCI (or DDCI) sign, the concurrence of the Deputy concerned, and appropriate officers subordinate to him. This requirement does not, of course, apply to memoranda or letters prepared for DCI (or DDCI) signature for transmittal outside of the Agency. In this latter case, the concurrence is indicated on a carbon copy.

Executive Assistant
to the Director

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C-O-N-F-I-D-E-N-T-I-A-L

Top Secret
Correspondence

Revised
~~CORRESPONDENCE - GENERAL~~
~~May 1955~~

~~Chapter IV~~

PREPARATION OF TOP SECRET CORRESPONDENCE

10 Policy

104. ~~Policy~~. Top Secret information must be protected from the instant it is prepared. This rule applies to material in the draft stage as well as final copies. As soon as the defense classification Top Secret is assigned, all precautions and controls for safeguarding the material must be followed. Stenographic and clerical personnel have a singularly important responsibility in this respect since they initiate the make-up of Top Secret documents. Without exception, they should always be sure that all Top Secret documents received by their office or transferred from their custody are always logged by the Area Top Secret Control Officer, who is available to help and advise on any Top Secret matter.

105. Format

105. ~~Format~~. The format for Top Secret correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.

106. Control Identification

106. ~~Top Secret Control Identification Markings~~. Each copy of every page of Top Secret correspondence shall be identified by the following:
- a. Top Secret Control Number - Obtain a Top Secret control number from your Area Top Secret Control Officer. Type "CIA Control No. ____" in the lower right corner, about an inch and a half from the bottom of the page.
 - b. Stage of Preparation - Enter the stage of preparation immediately below the control number (which will remain the same through all stages). These stages are:
 - ~~1)~~ Draft - Indicate whether "1st Draft," "2d Draft," etc.
 - ~~2)~~ Final - The first run of a document in final form is indicated as "Final-A." Successive runs without change are identified as "Final-B," "Final-C," etc.
 - ~~3)~~ Revision - Changes in the content of a basic document are shown as "1st Revision," "2d Revision," etc.
 - c. Copy Number - Enter "Copy No. ____ of ____" immediately below the stage of preparation.

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Identification markings a, b, and c above thus will appear as a group in the lower right corner of every page of each copy. A typical grouping would appear as:

CIA Control No. 023456

Final-A

Copy No. 5 of 6

~~100%~~ ⁴ Page Numbering. Enter "Page No. ____ of ____" at the bottom of each page, centered about ~~3/4~~ 3/4" from the lower edge, allowing sufficient room below for the Defense Classification (and control statement, if used). *In addition, a group marking (in accordance with existing security regulations) will be stamped to the right of the defense classification at the bottom of the page.*

~~5, 100%~~ Enclosures

a. Listing Enclosures

- (1) Enclosures which are ~~unclassified or~~ classified through Secret are listed ~~as shown in Paragraph 21.~~ *by typing the word "Enclosure" flush with left margin, two lines below the signature.*
- (2) Top Secret enclosures are listed in the following manner: *immediately below.*

Enclosures:

1. CIA TS Control No. 123456, 1st Revision,
Copy No. 2
2. CIA TS Control No. 09874, Final-A,
Copy No. 6

- b. Identifying Enclosures - Each enclosure to a Top Secret document will be identified on each page in the lower right corner as follows:

"Enclosure No. ____ to CIA TS Control No. ____"

Every page of each enclosure will be paginated as "Page No. ____ of ____" at the bottom in the center about ~~3/4~~ 3/4" from the lower edge.

If the enclosure is a Top Secret document, enter "Enclosure No. ____ to CIA TS Control No. ____" above the TS control identification markings already appearing in the lower right corner of each page.

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May 1955

109. Distribution. The distribution of the original and copies of Top Secret correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter (~~i.e., either the signature, title, or enclosures listing~~). Immediately below the word "Distribution" list the recipients of the original and each copy of the correspondence. For example:

Distribution:

Copy No. 1 and 2 - Addressee

3 - C/YY

4 - C/ZZ

5 - C/XX

6 - RI

110. Top Secret Control. After Top Secret correspondence has been prepared, all controls for Top Secret material must be initiated. Consult your Area Top Secret Control Officer for the proper procedure to be followed.

7. Classification and Group Marking.

In addition to the defense classification on each page a group marking in accordance with security regulations shall be placed immediately below or adjacent to the classification marking at the bottom of the first page.

8.

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May 1955~~SECRET~~
REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY25.1. Indicating Review and Concurrences

- a. Indicating Review on Official File Copy - Officials other than the originator shall indicate their review by initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown. The originator will initial over his typed name.
- b. Indicating Concurrences as an Integral Part of a Memorandum ~~(Exhibit 2)~~ - Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles.

To provide for these signatures, type the word "CONCURRENCES" flush with the left margin four spaces below the signature line. Beginning ~~five~~ lines below the word "CONCURRENCES" even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line type the official's title. To the right of the signature line type a solid line for the date. Type the word "Date" beneath this line. Repeat this arrangement for each concurring signature desired. Leave ~~six~~ ^{five} spaces between each signature line. *Example*

- c. Indicating Originator and Concurring Officials on Correspondence for Signature of the DCI or DDCI - In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signatures, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring officer. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

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26. Indicating Approval as an Integral Part of a Memorandum (Exhibit 2)

- a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word "Date" beneath the line. Six spaces below the date line and centered with respect to it, type in the approving official's name in all caps. Center his title beneath in initial caps only.

Example:

- b. Consider the following requirements when an approval line is used:
- (1) In addition to the original (which is usually returned to the originating official for necessary action) prepare a copy for retention by the approving official. Furnish two copies if the approving official is the Director or one of his Deputies.
 - (2) Action of the approving official shall be indicated on all copies.
 - (3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

27. Responsibility for Review and Concurrences

- a. ~~Originating Official~~ It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. "Provide adequate routing" includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.
- b. ~~Reviewing Official~~ Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences likewise shall be indicated, and the reasons therefor typed to the right of the official's signature

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on the original and all copies of memorandums, ~~described in Paragraph 25b, and on all Agency copies described in Paragraph 25c.~~ The reviewing official will also ensure that the copy for his office is not removed from the correspondence assembly since the memorandum is not an official document until signed. The copy for his office will be forwarded from the office of the signing official if the memorandum becomes official.

- c. ~~Secretaries~~ It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any notations of concurrence or qualified concurrence to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/

Director of ~~Legislation~~
Activities

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4 28. Authority to Sign Correspondence. The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

- a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
- b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.
- c. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom addressed.

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10 Spaces →

5 SPACES
SUBJECT: *Procurement of Overnight Storage Data Tapes*

4 SPACES
It is therefore recommended that the verbal agreement described herein be concluded officially.

5 SPACES
PERSON
M. M. ~~MARRAS~~
Chief, Management Staff

4 SPACES

CONCURRENCES:

Director of ~~Security~~ Reports _____ Date _____

General Counsel _____ Date _____

APPROVED: _____ Date _____

5 SPACES BETWEEN EACH SIGNATURE LINE

H.A. RILEY
U.S. ~~WAGON~~
Deputy Director
x *Component*

Distribution:
Orig. and 2 - Addressee
1 - D/SK
1 - OGC
1 - C/Mts

EXHIBIT 2
CONCURRENCES AND APPROVAL WITHIN A MEMORANDUM

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CORRESPONDENCE - GENERAL

Revised~~Chapter VI~~

ASSEMBLING AND FORWARDING CORRESPONDENCE

~~Statement~~

MATERIALS FOR ASSEMBLING AND FORWARDING CORRESPONDENCE

- / ~~163~~. Correspondence Assembly Reference Tab, Form 163, This form is an invaluable aid to officials reviewing correspondence. It is particularly helpful when correspondence is bulky or is to be reviewed for concurrence or approval by several officials.

OFFICIAL
FILE
COPYForm
(5-57)

163

(35)

SIGNATURE

CONCUR

APPROVAL

OFFICIAL
FILE
COPYForm
(5-57)

163

SIGNATURE

~~EXHIBIT 8~~

Reference tabs are designed for repeated use. They are attached with paper clips as shown in ~~Exhibit 8~~. ~~If the cover of an~~

~~envelope~~ These tabs are available at *Building Supply Rooms.*

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~~May 1955~~

Chapter VI

ASSEMBLING AND FORWARDING CORRESPONDENCE

Section A.

MATERIALS FOR ASSEMBLING AND FORWARDING CORRESPONDENCE

119. Correspondence Assembly Reference Tab, Form ~~163~~ 163. This form is an invaluable aid to officials reviewing correspondence. It is particularly helpful when correspondence is bulky or is to be reviewed for concurrence or approval by several officials.

OFFICIAL FILE COPY AND SUPPORTING PAPERS	CORRESPONDENCE ASSEMBLY REFERENCE TAB FORM NO. 163 1 SEP 54	SIGNATURE
---	---	-----------

CONCUR

ACTUAL SIZE - 1" x 9"

The diagram shows a reference tab with a scalloped top edge. It has two horizontal dashed lines. A paper clip is shown on the left side, and another is shown on the right side, attached to the tab. A small box labeled 'SIGNATURE' is attached to the right side of the tab.

EXHIBIT 8

Reference tabs are designed for repeated use. They are attached with paper clips as shown in Exhibit 8. If the cover of an enclosure is

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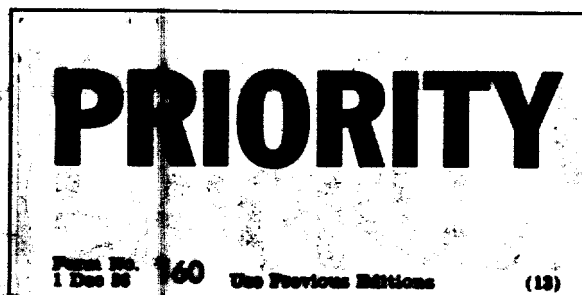
CORRESPONDENCE - GENERAL
~~4-2-75~~

~~too thick to permit the use of paper clips. insert a blank sheet of paper in front of the enclosure and attach the tab in the usual manner.~~

~~Reference tabs are available at Building Supply Rooms.~~

20. ~~Transmittal and Routing Forms and Receipts (Obtainable from Building Supply Officers)~~

2. ~~Priority Tag, Form 160~~ - This form aids in expediting the routing and processing of correspondence whenever other than routine handling is required. The tag is ~~pink~~, size 3" x 1½", and is reusable. *Colored*



SAME SIZE AS SHOWN

~~EXHIBIT 9~~

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CORRESPONDENCE - GENERAL

3. Transmittal Slip, Form No. 241 - This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

TRANSMITTAL SLIP		DATE	
TO:			
ROOM NO.		BUILDING	
REMARKS			
FROM:			
ROOM NO.		BUILDING	EXTENSION
FORM NO. 241 REPLACES FORM 36-8 1 FEB 55 WHICH MAY BE USED. (47)			

SAME SIZE AS SHOWN

~~EXHIBIT 10~~

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CORRESPONDENCE - GENERAL

Official Routing Slip, Form ~~30-4~~ (to be redesignated Form 237) - Correspondence or other material routed in consecutive order to two or more parties in Headquarters is transmitted by an Official Routing Slip.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS	DATE	
1					
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Replaces Form 30-4
1 APR 55 which may be used.

U. S. GOVERNMENT PRINTING OFFICE : 1955-O-342531 (40)

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CORRESPONDENCE - GENERAL

Document Control Form 238 - This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

FORM NO. 238 REPLACES FORM BS-1 WHICH IS OBSOLETE
1 MAY 56

DOCUMENT CONTROL

DATE OF DOC.		SEC. CL.	ORIGIN	CONTROL NO.	
DATE REC'D		DATE OUT		SUSPENSE DATE	
TO FROM SUBJ.				CROSS REFERENCE OR POINT OF FILING	
				ROUTING	DATE SENT
COURIER NO.		ANSWERED		NO REPLY	
				1	

Can you
arrange this
on the page
the way the
previous one was

See answer

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~~May 1955~~

- Document Control 238*
- d. ~~File and Routing Slip, Form No. 35-1 (to be redesignated Form No. 238)~~ - This six-part form is designed to provide intra-office mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

CONTROL NO.	SEC. CLASS	ORIGIN	FILE NO.
DATE OF MAT.	DATE REC'D	DATE OUT	CROSS REFERENCE
SUBJECT			ROUTING
			TIME OUT
DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 1

DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 2

DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 3

DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 4

DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 5

DEFER ACTION UNTIL	ANSWERED	NO REPLY	COURIER NO.
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-40) 6

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EXHIBIT 12

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~~May 1955~~

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6. ^{6/10} Routing and Record Sheet, Form No. ~~51-10~~ (to be redesignated Form No. ~~1000~~) - The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides a protective covering over the original. The official's phone extension as well as office designation and room number should be shown on the Routing and Record Sheet whenever possible.
- space for added comments and*

UNCLASSIFIED		CONFIDENTIAL				SECRET	
ROUTING AND RECORD SHEET							
<small>INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.</small>							
FROM:				TELEPHONE NO.		DATE	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS	
		REC'D	FW'D				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

FORM 51-10 (REV. 5-54) PREVIOUS EDITIONS MAY BE USED

SECRET CONFIDENTIAL UNCLASSIFIED (40)

ACTUAL SIZE - 8" x 10 1/2"

EXHIBIT 13